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3 July 1961

MEMORANDUM FOR THE RECORD

FROM : Chief, Fiscal Division

SUBJECT : Whereabouts While on Leave

REFERENCE: Paragraph 1 g. of

25X1A

1. Each Branch Chief and the Administrative Assistant shall be responsible for being informed of the whereabouts of all employees under their supervision while these employees are on leave, as required by reference.

2. The Deputy Chief, the Administrative Assistant and each Branch Chief shall furnish information to the Administrative Assistant as to their whereabouts while on leave and where they can be contacted if the need arises, as required.

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Distribution:

- 1 copy to each Branch Chief, Fiscal Division  
1 copy to Dep. Chief, Fiscal Division  
1 copy to [REDACTED]

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NOTE: NH 70-3